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(10 Aug. 1971)

Security of CS Historical Papers

1. Sensitivity

A CS history brings together in a single document essential data concerning a program, a field installation, or a Headquarters element; as such it ranks among the more sensitive documents produced in the Clandestine Service. The risks involved in compiling noncompartmented accounts of this nature must be recognized and minimized from the time a paper is initiated. Writers and others responsible for the preparation and control of CS histories should give continuing attention to the need for security and safekeeping of the histories and related documents.

2. Security Classification

CS histories are classified SECRET, or higher if warranted, and are to carry the GROUP 1 stamp on the title page.

3. Custody and Safeguards

CS histories are normally published in an original and one xerox copy. The original is held in custody of the chief of the responsible CS component or his designated representative; the xerox copy is held in the Office of the DDP. On occasion a history may be published in a third copy when a second CS component or another directorate is

~~SECRET~~

S E C R E T

closely involved in the subject matter. Completed histories or drafts are never transmitted outside the Agency Headquarters area (which of necessity includes Rosslyn and other properly secured Agency locations). All working and extra drafts are destroyed upon publication of the paper; sensitive source documents are returned to the files from which they were drawn, or destroyed if they are extra copies. Drafts and published copies of historical papers are handcarried between locations in the Headquarters area and are never to be transmitted in the courier system.

4. Responsibilities of Custodians

The officer responsible for the custody of CS historical papers ensures that the papers, or any portions thereof, are released on a legitimate need-to-know basis only as authorized by appropriate authority. (See Section 6 below). He must know at all times who has the papers and where they are located. He maintains the prescribed logs and records and submits an annual inventory report to the CS Historical Board. (See Section 8 below). He also submits a semi-annual report on readership of published histories. (See Section 9 below). To facilitate the use of one section of a paper on a need-to-know basis, the histories are bound with a plastic binder which permits reproduction of the pages to be issued. Procedures for controlling such portions of a document are the same as for the complete history.

S E C R E T

In the temporary absence of the regular custodian an alternate should be designated and briefed on control procedures.

5. Transfer of Custodianship

When custody of papers in the CSHP series is permanently transferred the following procedure will be followed:

a. The incoming and outgoing custodians will take a physical inventory of histories being transferred. A list of the histories will be prepared, at the bottom of which the following statement will be typed and signed:

Custody of the above histories
has been transferred from John
Doe to Henry Roe on _____ (date).

(s) John Doe (s) Henry Roe

b. One copy of the signed and dated list will be forwarded to the Executive Secretary, CS Historical Board.

6. Access

Measures should be taken by component management and Historical Officers to ensure that histories are made available to those who have a legitimate need for the

S E C R E T

information they contain. Controls are prescribed to protect the papers from unauthorized readership but not to deny them to persons who have a need to know and will benefit from reading them.

The procedure for obtaining access to a paper in the CSHP series is as follows: The applicant completes a Request to Review (see Attachment A) which is approved by the component chief, or by an officer to whom approval authority has been delegated. It is preferred that the paper be read in the office of the custodian but it may also be checked out on loan. When it is returned, the custodian notes the date and initials the form which becomes a part of the custodian's permanent record.

7. Circulation Logs

The custodian will maintain a folder containing a circulation log sheet for each historical paper under his control. (See Attachment B). The log sheet will contain the historical paper number, title, date loaned and to whom, purpose of loan, and date returned. This procedure applies to completed drafts as well as to published histories.

- 4 -

S E C R E T

S E C R E T

8. Inventories

Inventories of published histories and completed drafts will be submitted to the Secretary, CSHB semi-annually during the first week of July and the first week of January. The documents will be listed by CSHP number and title followed by a certification by the custodian that they are in his custody or control.

9. Readership Reports

Concurrently with the inventories the component custodian will forward a report of readership covering the previous six months. This report, taken from the circulation logs, will list the readers for each history by name and component.

Attachments:

- A. Request to Review
- B. Log Sheet